



Building Demolition Submittal Requirements

*Remember to always check with the Planning Department to confirm zoning requirements **prior** to beginning your project! Planning Department may be contacted at 925.973.2560 or Planning@sanramon.ca.gov*

A building demolition permit is required for the complete removal of a building. Separate permits are required for each separate building to be demolished. Prior to application for a demolition permit, the applicant shall provide the following drawings and documents:

☐ **Required Document Submittal (Please submit three (3) complete sets of plans):**

☐ **Coversheet Information:** Address of project; name, address and phone number of project owner; description of project; schedule of demolition work.

☐ **Plot Plan (indicate scale):**

- ☐ Detail Lot dimensions and property lines defining the parcel, include North Arrow
- ☐ Include plan view of the site showing the location of buildings; north arrow; clearly show the access route to be used for demolition, including all streets and right-of-way adjacent to the site, as well as location of all driveways and site entrances
- ☐ Plan view of the site showing the location of all buildings and accessory buildings
- ☐ Footprint of the specific building to be demolished and accessory buildings
- ☐ All trees and their associated drip lines, including trees from adjacent property which have drip lines onto the subject property.
- ☐ Location and layout of any private sewer disposal system, including septic tank and leach field routing and location of any potable water wells
- ☐ Storm water protection measures

☐ **Plumbing/Mechanical/Electrical Demolition Information:** Plans or information sufficient to identify the location of sewer lines and laterals, water service and PG&E's power and gas (where capped).

☐ **Fire Protection Equipment Demolition:** Plans or information sufficient to identify the location of fire sprinkler supply.

Before a permit can be issued, the application must be signed by the legal owner of the property, by an appropriately licensed California contractor, or by an agent of the owner or contractor. If an agent, authorization to sign the building permit on the owner's or contractor's behalf shall be submitted to the Permit Center.

☐ **Other Documents (Two (2) copies, when required)**

☐ An “Asbestos Demolition/Renovation Notification Form” from the **Bay Area Air Quality Management District** prior to any commercial demolition where asbestos/hazardous materials exist.

Bay Area Air Quality Management District

375 Beale Street, Suite 600

San Francisco, CA 94105

415.749.4762 | 1.800.HELP AIR

<http://www.baaqmd.gov>

All Asbestos Renovation (Removal) and Demolition Notifications must be submitted to the Air District through a new web-based Online Asbestos Notification System (building departments no longer provide paper notification forms for demolition projects). Each specific job will start with ASB and continue with a 6-digit number (e.g. ASB123456). Please see: <http://www.baaqmd.gov/permits/asbestos>

J# (Job Number): _____ **(e.g. ASB123456)**

☐ The demolition, dismantling or moving of a building or structure shall only proceed after all existing gas, electrical and other services that are likely to endanger a worker having access to the building or structure have been shut off and discontinued. Prior to the issuance of demolition permits by the City of San Ramon, the applicant shall notify utility companies and obtain signatures to certify that notification for removal of utility services or equipment has been received by the utility companies.

	Utility Company	Approval Required
<input type="checkbox"/>	Bay Area Air Quality Management District 375 Beale Street, Suite 600 San Francisco, CA 94105 415.749.4762 1.800.HELP AIR http://www.baaqmd.gov	
<input type="checkbox"/>	PG&E – Approval for GAS Phone: 800.743.5002 https://www.pge.com/	
<input type="checkbox"/>	PG&E - Approval for ELECTRIC Phone: 800.743.5002 https://www.pge.com/	
<input type="checkbox"/>	San Ramon Planning Division 2401 Crow Canyon Rd San Ramon, CA 94583 Phone: 925.973.2560 Fax: 925.838.3231 http://www.sanramon.ca.gov/our_city/departments_and_divisions/community_development/planning_services/	
<input type="checkbox"/>	Dublin San Ramon Services District (DSRSD) 7051 Dublin Blvd. Dublin, CA 94568 925.828.8524 http://www.dsrdsd.com	
<input type="checkbox"/>	Central Contra Costa Sanitary District 5019 Imhoff Place Martinez, CA 94553 925.228.9500 http://www.centalsan.org	

☐ **Certification of hazardous material removal** to include a copy of the Bill-of-Lading from the licensed hazardous materials contractor showing type of hazardous material, quantity of material removed, location and date of disposal. Please contact **Dublin San Ramon Services District, Central Contra Costa Sanitary District, and the Household Hazardous Waste Collection Facility** for more information on proper disposal procedures:

Dublin San Ramon Services District (DSRSD)

7051 Dublin Blvd.

Dublin, CA 94568

925.828.8524

<http://www.dsrsd.com>

Central Contra Costa Sanitary District

5019 Imhoff Place

Martinez, CA 94553

925.228.9500

<http://www.centalsan.org>

Household Hazardous Waste Collection Facility

4797 Imhoff Place

Martinez, CA 94553

800.646.1431

<http://www.centalsan.org>

☐ Approval from **Contra Costa Environmental Health Division** for abandoning private water wells or private septic tanks and their associated leach field.

Contra Costa Environmental Health Division

2120 Diamond Boulevard, Suite 200

Concord, CA 94520

925.692.2500

<http://cchealth.org/eh/>

☐ For ALL demolition projects or where the total construction costs of a development project are projected to be \$100,000 or more, then a **Waste Management Plan** must be submitted to the City of San Ramon prior to the issuance of a permit. Please see <http://www.sanramon.wastetracking.com> to create a **Green Halo Systems** account or to login to your existing account and create a Waste Management Plan. For a list of permitted construction debris haulers, please refer to <http://www.sanramon.ca.gov/cms/One.aspx?portalId=10826130&pageId=11705526>

☐ An **Encroachment Permit** from **San Ramon Engineering Department** will be required if demolition work encroaches within the public right-of-way. A traffic and pedestrian control plan will need to be submitted with the encroachment permit application. Please contact the **San Ramon Engineering Department** at 925.973.2670 or Engineering@sanramon.ca.gov



City of San Ramon
Building and Safety Services
2401 Crow Canyon Road, San Ramon, CA 94583
Office: (925) 973-2580 Fax (925) 838-2821
E-mail: Building@sanramon.ca.gov
Website: www.sanramon.ca.gov
Updated: December 2019

EFFECTIVE DATE: July 01, 2019

SUBJECT

PCB Management Policy

PURPOSE

To provide general guidelines and consistency as to when and how staff will implement the City's PCB management policy pertaining to demolition of qualifying structures. This policy will establish the necessary authority to implement the provisions of the City's Stormwater Municipal Regional Permit Sections C.12.f.

POLICY

The City's PCB Management policy provides the required authority for the City of San Ramon to meet the requirements of Provision C.12.f of the Bay Area Municipal Regional Stormwater Permit (MRP) issued by the San Francisco Bay Regional Water Quality Control Board. Provision C.12.f requires co-permittees to manage priority PCBs containing building materials during demolition of applicable structures. Applicable structures are buildings constructed or remodeled between January 1, 1950 and December 31, 1980. Remodeling without demolition of a structure, wood framed structures, and single-family residence demolition projects are exempt from this requirement.

This policy, the provisions of the San Ramon Municipal Code and the MRP require building demolition permit applicants to conduct a Screening Assessment for PCBs in Priority Building Materials and submit information documenting the results of the screening to the City. Such documentation includes: (1) the results of a determination whether the building proposed for demolition is high priority for PCBs-containing building materials based on the structure age, use, and construction, and (2) the concentration of PCBs in each Priority Building Material present and, (3) for each Priority Building Material present with a PCBs concentration equal to or greater than 50 ppm, the approximate amount (linear feet or square feet) of that material in the building. The PCBs in Priority Building Materials Screening Assessment application shall be included with the Building Demolition Permit application.

Applicants will be required to follow the directions in the PCBs in Priority Building Materials Screening Assessment Applicant Package (Applicant Package), provided on the City's website. The assessment shall include conducting representative sampling of the priority building materials and analyzing the samples for PCBs at a certified analytical laboratory. Any representative sampling and analysis shall be conducted in accordance with the Protocol for Assessing Priority PCBs Containing Materials before Building Demolition, which is located in the applicant package.

Demolition permit applications for applicable structures with PCBs present in one or more of the Priority Building Materials (based on the above screening assessment) must comply with all related applicable federal and state laws. This may include reporting to the U.S. EPA, the San Francisco Bay Regional Water Quality Control Board, and/or the California Department of Toxic Substances Control. Additional sampling for and abatement of PCBs may be required.

This City of San Ramon's PCB Management policy and program is administered by the Community Development Department, Building and Safety Services Division.

EXEMPTIONS

Remodeling without demolition of the structure, wood framed structures, and single-family residence demolition projects are exempt from this policy.

ATTACHMENT

Policy definitions attached.

APPROVED BY:

DATE:

Vance Phillips

07/01/2019

Vance Phillips
Chief Building Official

POLICY DEFINITIONS

Demolition means the wrecking, razing, or tearing down of any structure. This definition is intended to be consistent with the demolition activities undertaken by contractors with a C-21 Building Moving/Demolition Contractor's License.

San Ramon Municipal Code B6-360 Intent and Purpose (Chapter XII – Stormwater Management and Discharge Control)

(a) The intent of this chapter is to protect and enhance the water quality in the City of San Ramon's watercourses pursuant to, and consistent with the Porter-Cologne Water Quality Control Act (Water Code Section 13000 et seq.) and the Federal Clean Water Act (33 U.S.C. Section 1251 et seq.).

(b) This chapter also carries out the conditions in the city's National Pollutant Discharge Elimination System (NPDES) permit that require implementation of appropriate source control and site design measures and stormwater treatment measures for development projects.

(c) It is the purpose of the city council in enacting this chapter to protect the health, safety and general welfare of San Ramon's citizens by:

- (1) Minimizing non-stormwater discharges, whose pollutants would otherwise degrade the water quality of local streams, to the stormwater system.
- (2) Minimizing increases in nonpoint source pollution caused by stormwater runoff from development that would otherwise degrade local water quality.
- (3) Controlling the discharge to the city's stormwater system from spills, dumping or disposal of materials other than stormwater.
- (4) Reducing stormwater run-off rates and volumes and nonpoint source pollution whenever possible, through stormwater management controls and ensuring that these management controls are properly maintained and pose no threat to public safety.

(Ord. No. 449, § II, 4-8-2014)

San Ramon Municipal Code B6-365 Prohibited Discharges (Chapter XII – Stormwater Management and Discharge Control)

(a) The release of non-stormwater discharges to the city stormwater system is prohibited.

(b) The discharge of stormwater from premises or an activity that causes or contributes to a violation of receiving water limitations in the city's NPDES permit is prohibited.

(c) The following discharges are exempt from the prohibition set forth in subsection (a) above:

- (1) Any discharge in compliance with a NPDES permit issued to the discharger.
- (2) Flows from riparian habitats and wetlands, diverted stream flows, flows from natural springs, rising ground waters, uncontaminated and unpolluted groundwater infiltration, single-family homes' pumped groundwater, foundation drains, and water from crawl space pumps and footing drains, and pumped groundwater from drinking water aquifers.

(d) Discharges are exempt from the prohibition set forth in subsection (a) above if and only if the discharges are in accordance with conditions including but not limited to specific conditions for each type of discharge set forth in Section C.15 of the city's current NPDES permit.

(Ord. No. 449, § II, 4-8-2014)

2019 California Building Code, Section 105: Permits

[A] 105.3 Application for permit.

Application for permit. To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the City for that purpose. Such application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section 107.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the building official.

Priority Building Materials:

- a. Caulking: e.g., around windows and doors, at structure/walkway interfaces, and in expansion joints;
- b. Thermal/Fiberglass Insulation: e.g., around HVAC systems, heaters, boilers, heated transfer piping, and inside wall or crawl spaces;
- c. Adhesive/Mastic: e.g., below carpet and floor tiles, under roofing materials, and under flashing; and
- d. Rubber Window Gaskets: e.g., used in lieu of caulking to seal around windows in steel framed buildings.



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Building Demolition – Certification Form - Condition of Approval for Buildings Having Potential of Mercury and/or PCB Containing Materials

PERMIT CANNOT BE ISSUED UNTIL THIS SELF-CERTIFICATION FORM HAS BEEN SIGNED AND RETURNED TO THE BUILDING DIVISION

This complete, signed form will serve as the required self-certification.

Owner Name: _____

Permit No.: _____

Address: _____

Unit/Suite #: _____

Description of work: _____

Owner Signature: _____

Date: _____

APPLIES TO

Applicable structures are buildings constructed or remodeled between January 1, 1950 and December 31, 1980. Remodeling without demolition of a structure, wood framed structures, and single-family residence demolition projects are exempt from this requirement.

Select One:

☐ EVALUATED and FOUND NOTHING

☐ FOUND and ADDRESSED

BACKGROUND

Some older structures have the probability of been built with products containing Polychlorinated Biphenyls (PCBs) and Mercury. These substances accumulate in fish and may cause serious adverse health effects to people and wildlife that eat fish. During the demolition process, these substances can mobilize and wash into our waterways and drainage system. The city has an obligation to reduce the discharge and control all potential sources of PCBs and Mercury in the environment as mandated in the city's NPDES Permit Order No. CAS612008. Therefore, prior to issuance of a commercial demolition permit from the Building Department, the applicant shall have the structure evaluated for PCB and Mercury containing materials.

Potential Mercury containing devices include thermometers, thermostats/switches, light bulbs and some batteries. Potential PCB-containing items include caulk in concrete joints, doors and windows, light ballasts, transformers, fluorescent light tubes, exit signs, air conditioning units, and Freon-containing refrigeration systems. Light fixtures should be visually inspected, prior to disposal, to determine the presence of PCBs. If PCB and/or Mercury containing materials are found to be present, the applicant shall have these items removed and properly disposed of by a licensed contractor. Applicant further understands that removal of PCB and/or Mercury containing materials shall be performed according to federal or California law and regulations, including but not limited to the toxic substances control act or the PCBs regulation at 40 CFD part 761, and EPA regulations, 40 CFD 761.